# Remote Procedure

A. Preliminary Procedure

1. The person in charge of producing the remote broadcast must obtain the proper form (see next page), fill it out porperly and place it in the Chief Engineer's Box at least two days prior to the braodcast.
2. The person in charge of the remote must notify the public relations director of the exact time, date, and nature of the remote broadcast far enough in advance to allow for sufficient promotion.
3. The chief engineer must complete his part of the form, notify the telephone company of his order for a tel line, and place the form in the box of the day for which the broadcast is scheduled.
4. The person in charge of producing the remote must fill the remote staff.
    a. Two or three broadcasters
    b. Engineer at remote
    (c. Station engineer is to be obtained by the chief engineer)
5. The person in charge of the remote is also responsible for obtaining transportation to the remote.
6. If an away sports remote, the sports director must inform the Office of Sports Information well-in-advance about the prospective broadcast.

B. The Actual Broadcast (The Day of the Remote)

1. The supes of the day are responsible for seeing to it that the station engineer is reminded like a shifter would be, and also for seeing to it that the sation engineer fills out his part of the remote form.
2. The broadcast personnel and remote engineer must:
    a. Pick up equipment:
        Remote unit (Bimode or Gates)
        Microphones (2 cones, or cone and lavileer)
        Continuity (up to date)
        Earphones
        Extension cord (extra long)
        WYBC Banner
        Wire clippers
        Electrical tape
        Extra wire
        Screwdriver
    b. Arrive at the site of the remote at least ½ hour in advance of air time (preferably longer)
    c. Set up equipment properly and start sending the signal down the line.
    d. After several minutes make remote call:
        i. Person-to-Person, Collect, 865-6400, for either Ted Molligan or Tony Adinolfi.
        ii. If refused, everything's okay!
        iii. If accepted, straighten out the problem quickly!!

e. Send time checks every minute or every 30 seconds for 15 minutes or so before air time.
f. Have 30 seconds of dead air immediately prior to air time.
g. Use standard intoduction: "Yale Sports are on the air."
h. Use standard take-out: "This has been a WYBC sports presentation."

3. At the end of the broadcast the now completed remote broadcast form should be returned to the Chief Engineer's Box.

NOTE: If the remote broadcast is not a sports presentation, the above procedure should be followed except where not applicable. (e.g., introduction, take-out, etc.)